

**CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
BY-LAW NO. 12-2015**

BEING a by-law to rescind Remuneration By-law No. 17-2011 as amended and to establish remuneration for Council members and outline eligible expenses for Council and employees of the Township.

WHEREAS the Municipality did enact By-law No. 40-2007 on the 11th day of June, 2007, a by-law to include the reference “for the term of office”, to establish remuneration and expenses for members of Council, committees, officers and employees;

AND WHEREAS the Municipality wishes to rescind By-law No. 40-2007 as amended pertaining to the reference “for the term of office”, to establish remuneration and expenses for members of Council, committees, officers and employees;

NOW THEREFORE the Council of the Township of North Glengarry, hereby enacts as follows:

1. Members of Council shall be paid monthly based on the following annual remuneration (rates effective February 9, 2015 rounded to nearest dollar).

- a) Mayor: \$ 27,706
- b) Deputy Mayor: \$ 17,732
- c) Councillor at Large: \$ 15,516
- d) Ward Councillors: \$ 14,408

That the salary be adjusted every year according to the Consumer Price Index from Statistics Canada.

2. The above rates include compensation for attendance at all Council, Committee and external agency meetings.

3. One-third of the remuneration paid to the elected members of the council is deemed to be expenses incident to the discharge of their duties as members of the council.

4. Lay committee members shall be paid \$60.00 per committee meeting attendance. Sub-committee members will not receive any form of remuneration.

5. The Mayor shall be afforded an expense allowance not to exceed \$5,000.00 per year for actual expenses incurred based on the understanding that any expenditure in excess of \$1,000.00 must be preauthorized via Council resolution.

6. Council members shall be afforded mileage reimbursement at a rate as detailed in Appendix A for official Township travel, authorized by the Mayor, outside of the municipality. It is understood that Appendix A shall form part of this bylaw once passed by Council.

7. Subject to the annual budget for conference attendance, Council members are authorized to attend conference / conventions and training sessions. Registration fees and accommodation expenses will be paid directly by the municipality to the conference organizer / hotel (whenever possible). For other expenses, members of Council will receive a lump sum in advance to cover all related expenses such as travel, meals and other miscellaneous expenses. That sum will be set at a flat rate and no receipts would be required.

For the annual ROMA / OGRA Conference in Toronto, the flat rate per Council member (and any employees attending this event) will be advanced as follows:

- Travel Allowance: **\$250.00**
- Conference Allowance: \$170.00 per day (includes all related expenses)

For the annual AMO Conference (when held outside of Ottawa)

- Travel Allowance: **\$250.00**
- Conference Allowance \$170.00 per day (includes all related expenses)

When the AMO conference is held in Ottawa, there will be no travel advance or conference allowance. Council or staff will claim mileage and submit receipts as needed for any costs incurred to attend the conference.

8. Officers, councillors and employees are afforded a mileage reimbursement rate as detailed in Appendix A. for authorized travel within and outside of the municipality as authorized by the employee's supervisor, and in the case of Department Heads, as authorized by the CAO/Clerk.

9. Subject to the annual budget allotment, officers and employees are authorized to attend conferences or conventions at the discretion and authority of the employee's supervisor or CAO/Clerk. Other than the exceptions listed in section 7 above, officers and employees shall be reimbursed for actual expenses incurred up to a maximum of \$400.00 per day up to three (3) consecutive days. Registration fees to a maximum of \$600.00 will be paid directly by the municipality to the convention organizer.

10. Employees may attend any training, workshop or meeting related to their specific jobs as authorized by their supervisor and in the case of Senior Department Heads, the CAO / Clerk and shall be reimbursed for actual expenses incurred. Registration fees to a maximum of \$600.00 will be paid directly by the municipality to the workshop organizer.

11. Other than the exceptions listed in section 7 above, officers and staff members may be paid in advance to cover expenditures for conferences, workshop or training sessions. Upon return, they will be required to provide a report outlining the actual expenses and shall refund any overpayments made within one month from the date of the conference, workshop or training session.

11. That By-law No. 17-2011 is hereby rescinded.

12. That this by-law shall come into effect on the date of passing thereof.

READ a first, second, third time, and enacted in Open Council this 9th day of February 2015.

Clerk / Deputy Clerk

Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No. 12-2015 and that such by-law is in full force and effect.

Date Certified

Clerk / Deputy Clerk

Appendix A

MILEAGE RATE

This policy outlines a process for determining mileage reimbursement rates based on a sliding scale per kilometer where rates are adjusted \$0.01 per kilometer for every \$0.10 increase or decrease in fuel prices. The following table depicts the ranges in the sliding scale:

The gas price per litre is reported by the Ontario Ministry of Energy and is available at <http://www.mei.gov.on.ca/en/energy/oilandgas/?page=fuel-prices>. This site reports the weekly fuel prices at major cities in Ontario which are then averaged for each quarter of the year. The County mileage reimbursement rate will be adjusted quarterly in relation to the Ministry of Energy's previous quarter results for regular unleaded gasoline in Ottawa (see example report attached). If the price of gas falls outside the amounts in the table above, the same range calculations/proportions will apply. Each quarterly adjustment to the mileage rate will not require Council approval but Treasury staff will keep Council members informed of these changes.

Reimbursement Rate per Kilometer:

\$0.80 to \$0.849 = \$0.425
\$0.85 to \$0.899 = \$0.430
\$0.90 to \$0.949 = \$0.435
\$0.95 to \$0.999 = \$0.440
\$1.00 to \$1.049 = \$0.445
\$1.05 to \$1.099 = \$0.450
\$1.10 to \$1.149 = \$0.455
\$1.15 to \$1.199 = \$0.460
\$1.20 to \$1.249 = \$0.465
\$1.25 to \$1.299 = \$0.470
\$1.30 to \$1.349 = \$0.475
\$1.35 to \$1.399 = \$0.480
\$1.40 to \$1.449 = \$0.485
\$1.45 to \$1.499 = \$0.490
\$1.50 to \$1.549 = \$0.495
\$1.55 to \$1.599 = \$0.500
\$1.60 to \$1.649 = \$0.505
\$1.65 to \$1.699 = \$0.510
\$1.70 to \$1.749 = \$0.515
\$1.75 to \$1.799 = \$0.520
\$1.80 to \$1.849 = \$0.525
\$1.85 to \$1.899 = \$0.530
\$1.90 to \$1.949 = \$0.535